

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. : 14-75

3 June 1975

TO : All Agency Training Officers

SUBJECT: Agency Sponsorship at Local Colleges and  
Universities: 1975 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1975 Fall Semester must have approval by the Office of Training prior to registration. Those who desire a tuition advance should comply with the following schedule.

28 July 1975, Monday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 28 July will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement. Reimbursements must be approved and certified by the Office of Training.

STATINTL

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or non-resident of State.

Questions on this may be directed to OTR's Registration Group, extension

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NOTE: Requests for courses at colleges with registration dates prior to 20 August will be handled separately.

This schedule does not apply to the Agency Off-Campus Program

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MORI/CDF

1975 Fall Semester

SCHEDULE -- WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	5- 6 Sep	8 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	3- 5 Sep	8 Sep
<u>Federal City College</u>	9-20 Sep	30 Sep
<u>George Mason University</u>	26-28 Aug	2 Sep
<u>George Washington University</u>	28-30 Aug	2 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	2- 3 Sep	4 Sep
<u>Howard University</u>	28-29 Aug	2 Sep
<u>Montgomery College</u>	19-20 Aug	25 Aug
<u>Northern Virginia Community College</u>	Not yet available	
<u>Prince George's Community College</u>	18 Aug	25 Aug
<u>University of Maryland</u>	25-26 Aug	27 Aug
University College	2- 5 Sep	8 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	27 Aug - 10 Sep	15 Sep
Agency Off-Campus Program	19 Aug	15 Sep
<u>U.S.D.A. Graduate School</u>	20-27 Sep	29 Sep

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